



# TOWN OF BLOOMFIELD

*Council-Manager Government Since 1941*

## Open Position Librarian I – Part Time

**Salary: \$38.45 hourly (non-benefited)**

Bloomfield Public Library (BPL) seeks a community-focused, dynamic and technically savvy librarian who can professionally communicate with a diverse public. Preferred work experience includes collection development, marketing, implementing and overseeing adult programs, and outreach to the community, but BPL is willing to provide opportunities for professional growth to dedicated and talented candidates with less experience. The ability to provide excellent customer service, which will include identifying and interpreting user needs and providing reference and readers' advisory, is required. A joy of reading is a must. The amount of scheduled hours will depend on the candidate and be determined by service desk, programming, and project needs, with the possibility of up to 19 hours per week. Weekend and evening hours may be required.

### **Minimum Qualifications**

Minimum requirements include a Masters in Library Science (MLS) or equivalent degree from an ALA accredited college or university, or any equivalent combination of education, training and experience. MLS students who are nearing degree completion are encouraged to apply.

### **Selection Process**

Candidates will be rated based on education, experience, and skills identified on the application, resume and cover letter as they relate to the requirements of this position. Additional examinations may include computer skills testing, written subject matter tests, and/or oral interviews or may be a combination of any of the above.

### **Applications**

Town of Bloomfield conducts pre-employment physical, drug testing, DCF background, state and federal criminal history and background investigation, including fingerprints.

Applications may be obtained from the Department of Human Resources, 800 Bloomfield Ave., Bloomfield, CT 06002, or on our website at [www.bloomfieldct.org](http://www.bloomfieldct.org); They must be submitted to Human Resources along with a **resume and cover letter** no later than Wednesday, May 25, 2022. Applications are accepted by mail, in person or via e-mail to [sdaley@bloomfieldct.org](mailto:sdaley@bloomfieldct.org).

Town of Bloomfield is an affirmative action/equal employment opportunity employer. Minorities, women & persons with disabilities are encouraged to apply.

Persons with a disability and who may need this information in an alternative format may contact the Human Resources Department at 860-769-3544.

Posted 5/4/22

## TOWN OF BLOOMFIELD LIBRARIAN I

Department: Library

Non-Exempt

Grade: NU-10

### **Position Purpose:**

Provides administrative, technical and professional support to various library services and programs; promotes the proper use of equipment/materials available to customers; promotes the availability of library services and provides excellent customer service. Position provides professional reference services for patrons, researches issues for library or patrons, occasionally serves as senior staff member in charge of library or branch; provides instruction to staff and patrons on use of equipment and answers customer inquiries. The Librarian I is required to exercise considerable independent judgment to administer reference services for all divisions of the library and is responsible to maintain and improve the efficiency and effectiveness of all areas under his/her direction and control.

### **Supervision:**

*Supervision Scope:* Performs a wide variety of routine and special professional and administrative responsibilities requiring an extensive knowledge of modern library services and specifically, reference services and the technologies used to provide reference services to achieve performance goals.

*Supervision Received:* Works under the direction of the Library Director following professional standards, procedures and policies.

*Supervision Given:* Supervises pages. May supervise all staff during a shift if only professional working. Instructs staff on use of equipment.

### **Job Environment:**

Performs administrative and professional work in typical library conditions which may be moderately quiet to noisy. Serves library patrons with a high level of positive customer service and assists with research. Attends outside meetings for professional development.

Operates automobiles, telephones, computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent contact with the general public, school teachers, senior citizen service organizations, Chamber of Commerce, and library staff to promote and explain library services and provide excellent customer service. Communicates frequently in person, by telephone, email and occasionally in writing.



Errors could result in a delay in services, some monetary loss, and poor public relations which could adversely affect the Town's image.

Accesses confidential information such as library patron records.

**Essential Job Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Answers information questions in the library by phone, mail and e-mail; provides research assistance to patrons through on-line searches or electronic resources and print resources; utilizes and provides instruction to staff and patrons about computer applications, use of on-line resources and technology related to the use of reference materials in branch library and children or adult sections of library.
- Provides assistance to teachers, school librarians groups, etc.
- Performs collection development services as needed.
- Prepares reader's advisories, bibliographies, reading lists and other aids for reference division.
- Provides training and instruction to non-professional staff and the public in the use of reference materials. Plans displays for Reference, Branch and other library areas.
- Provides outreach programs to senior or disabled citizens; conducts book discussions; conducts adult reading programs.
- Examines professional publications and other sources to recommend suitable materials for the reference collection, make recommendations for additions to general collection, and weed the reference collection on a continuous basis to ensure its currency and suitability.
- Submits monthly and annual reports to the Director incorporating statistics on public service functions and work accomplished.
- Provides direct library services at the circulation desk and the Children's desk in the absence of appropriate staff.
- Monitors condition of library to insure area is safe for patrons; monitors patrons to prevent disruptions.

**Other Functions:**

- Performs similar or related work as required, directed or as situation dictates.
- Attends professional training about Library services and programs.
- Assists other department staff as needed to promote a team effort to serve the public.

## **Minimum Required Qualifications:**

### **Education, Training and Experience:**

Minimum requirements include a Masters in Library Science (MLS) or equivalent degree from an ALA accredited college or university, plus over 1 year of related library work experience including experience with library computer systems, or any equivalent combination of education, training and experience. Proficiency with Sierra/Encore preferred.

**Special Requirements:** None

### **Knowledge, Ability and Skill:**

*Knowledge:* Strong knowledge of practices of library services provided in a public library setting; strong knowledge of library principles and practices, particularly classification and cataloguing systems; strong knowledge of reference services; knowledge of community reading interests, books and authors and other general literature and reference materials and an interest in reading; thorough knowledge of computers used in public library operations; general knowledge of local government and its operation is helpful.

*Ability:* Ability to utilize computer applications as they apply to library functions; ability to deal effectively with the public in a friendly, patient, courteous and professional manner; ability to conduct research; ability to follow instructions and complete projects with minimal supervision; ability to implement programs; ability to maintain overview of detailed and accurate records; ability to work independently; ability to follow written and oral instructions; ability to work as a team with others to accomplish a project; ability to work as part of a team; ability to deal effectively and maintain working relationships with various groups; ability to administer policies and procedures and explain them; ability to be in charge of library during some shifts.

*Skill:* Skill using good verbal communications; skill using the above-mentioned office equipment and computer systems; aptitude for working with and explaining policies and procedures to people; skills associated with dealing with people and maintaining effective working relationships with various groups; aptitude for working with computers; skills associated with instructing staff and patrons on use of equipment and systems; aptitude for working with library computer and reference systems.



### **Physical and Mental Requirements:**

#### Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Other-				
Other-				
Other-				

#### Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking			X	
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing	X			
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Driving		X		
Other-hand movements to process materials		X		

#### Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

#### Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)			X	
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- ☒ Close vision (i.e. clear vision at 20 inches or less)
- ☒ Distance vision (i.e. clear vision at 20 feet or more)
- ☒ Color vision (i.e. ability to identify and distinguish colors)
- ☒ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- ☒ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- ☐ No special vision requirements

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies

**Design** - Demonstrates attention to detail.

**Problem Solving** - Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

**Technical Skills** - Strives to continuously build knowledge and skills.

**Customer Service** - Responds to requests for service and assistance; Meets commitments.

**Interpersonal Skills** - Focuses on solving conflict, not blaming; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

**Oral Communication** - Listens and gets clarification; Responds well to questions.

**Written Communication** - Able to read and interpret written information.

**Teamwork** - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

**Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

**Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

**Organizational Support** - Follows policies and procedures; Supports organization's goals and values.

**Strategic Thinking** - Understands organization's strengths & weaknesses

**Judgment** - Exhibits sound and accurate judgment.

**Planning/Organizing** - Uses time efficiently.

**Professionalism** - Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.

**Quality** - Monitors Own work to ensure quality.

**Quantity** - Meets productivity standards; Completes work in timely manner; Works quickly.

**Safety and Security** - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Adaptability** - Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.

**Attendance/Punctuality** - Is consistently at work and on time.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.

**Initiative** - Asks for and offers help when needed.

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.*